

City of Newton Job Posting

Position Title: Senior Library Assistant/Part Time
Department: Library **Location:** 330 Homer Street
Salary Range: \$16.39/hour; Sunday time and a half **Grade:** Non-Union
Department Head: Philip E. McNulty, Director
Posting: External
Closing Date: April 24, 2015

The Newton Free Library is the busiest single location library in the state, charting 1,658,948 circulations last year. According to our door counts nearly 700,000 people visited the library last year for materials borrowing, research assistance, study space, meetings and programs. We are in the early stages of re-imagining library services, organization and facilities to meet the needs of the community for the coming decades. We have already introduced 3D Printing and a series of STEAM based creation/maker programs. We seek an active, energetic, and customer service oriented people to join our circulation department team.

This is an opportunity for an individual with a positive attitude who enjoys interacting with the public and thrives in an ever changing fast paced environment. Serve at the busy main circulation desk and audiovisual desk. Perform a variety of office tasks and circulation duties as assigned or needed including checking material in and out, answering phones, processing items on-hold for patrons, unpacking and organizing delivers from our library network and answering basic information questions. Candidates must possess excellent customer service and communication skills, strong organizational skills, have the ability to pay attention to detail and easily prioritize tasks.

Hours: 5-16.5 hours per week, with 5 hours on weekdays/weekends alternate between one off and one all day Sat & Sun afternoon.

Qualifications: Bachelor's degree required. Must be capable of lifting 40 pounds.

Individuals interested in the above position should submit a cover letter, resume and completed application to resumes@newtonma.gov. Please put the job title in the subject line. City of Newton application may be found in the Human Resources section of the City web site.

The City of Newton is an Equal Employment/Affirmative Action Employer.